

19 Change in Permit Responsibility

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SUBJECT:	Procedure for Change in Permit Responsibility (MR-19)	
	<ul style="list-style-type: none"> • Operator Assignment (MR-19) • Permit Transfer, Assignment or Sale (MR-19A) • Name Change/Merger (MR-19B) • Owners and Controllers (MR-19C) 	
DATE:	May 5, 1995	Revised March 1, 1999

APPLICANT:**Operator Assignment**

- ◆ Complete the MR-19 and submit one original and three copies in binders to the appropriate DEP regional office.
- ◆ Advertise one time with 30-day comment period in a newspaper of general circulation in the locality of the operation. Submit original Certification of Publication within 30 days of close of comment period.
- ◆ *See “Adding permits to existing approval” procedure.
- ◆ One application may include multiple permits when the applicant is the same, the permittee is the same, and all of the permits are located within one DEP regional office.

NOTE: It shall be the responsibility of the permittee and/or operator to notify DEP when operator has left the site by submitting the MR-19N “Notice to Cease Operator Assignment” form to the regional office.

Permit Transfer, Assignment or Sale (MR-19A):

- ◆ Complete the MR-19A and submit one original and three copies (four if NPDES permit is being transferred) in binders to the appropriate DEP regional office(s).
- ◆ One application may include multiple permits when the applicant is the same, the permittee is the same, and all of the permits are located within one DEP regional office.
- ◆ Advertise one time with 30-day comment period in a newspaper of general circulation in the locality of the operation. Submit original Certification of Publication within 30 days of close of comment period.
- ◆ Submit valid Certificate of Insurance.
- ◆ Submit Bond for each permit.
- ◆ A Notice of Intent to Prospect cannot be transferred or sold via a MR-19A unless a complete stock purchase or an asset purchase thru bankruptcy court. It is, however, to be included in a MR-19B application since the original due to the company having a name change or merger.

Name Change / Merger and Name Change (MR-19B):

- ◆ Complete the MR-19B and submit one original to DEP Headquarters office.
- ◆ Prospecting approvals are to be listed on Table 1.
- ◆ Advertise newspaper of general circulation in the locality of the operation. Submit original Certification of Publication within 30 days of close of comment period.
- ◆ Submit Certificate of Insurance.
- ◆ Submit Bond for each permit.

Notification of Change of Owners and Controllers (MR-19C):

*Note: If **no changes** in owners or controllers have occurred and **all** permits have approved Phase I or II release, **annual updates** are not required. However, this is the only exclusion.*

- ◆ Complete the MR-19C and submit one original in binder to the DEP Headquarters office.
- ◆ Annual Updates are required within 12 months of the last submittal of SMA, 19, 19A, or 19C application.
- ◆ Result of Cessation Order – Company submits 19C each time Cessation Order is issued.
- ◆ Change of Ownership and Control – Company submits 19C when changes in officers of less than 50% of ownership have occurred.

OMR:

- ◆ All copies of application are stamped with the date received on the outside of each binder and entered into ERIS.
- ◆ One copy of Sections A, B, & E is sent to Headquarters for entry into AVS.
- ◆ The Inspector and Permit Supervisor are notified that application has been received.
- ◆ Permit Supervisor assigns to permit review team.
- ◆ Complete MR-1 forms and forward to Division of Labor and Division of Worker's Compensation for compliance check.
- ◆ Notify Applicant in writing to begin advertisement (*attach sample ad submitted with application*) and place copy of application in the appropriate County Courthouse.
- ◆ If requested, determine if Applicant is eligible for Advance Approval.
- ◆ After review is complete and application is ready for issuance, facts and findings are prepared for 19 and 19A.
- ◆ The Regional Office makes decision on applications for 19. Headquarters makes decision on 19A, 19B, and 19C.

- ◆ **19C** - The assigned reviewer completes the appropriate checklists and:
 - ◆ compiles a deficiency sheet; or
 - ◆ issues approval letter; and
 - ◆ ensures that ERIS and AVS are updated.

ADVANCE APPROVAL:

Permit Supervisor may grant *Advance Approval* for no more than 60 days for Operator Assignment and/or Transfer, Assignment or Sale of permit after the following has been completed:

- ◆ Application is deemed complete – (all owners and controllers identified in the application have been entered into AVS and ERIS)
- ◆ AVS system recommendation is “issue” (OSMRE not needed until final approval)
- ◆ There are no WV delinquent civil penalties
- ◆ There are no WV unabated cessation orders
- ◆ There have been no permits revoked
- ◆ Company at this point is advised to advertise
- ◆ Division of Labor compliance
- ◆ Worker’s Compensation compliance
- ◆ Request for Advance Approval is signed by permit supervisor (Advance Approval can be granted on or after date company is advised to advertise if DOL and WCD are received in compliance).

Note: Advance approval dates are to be entered into both ERIS and AVS (copy of approval forwarded to Nitro for AVS entry). If application is withdrawn or terminated, the inspector and headquarters are notified and an “end date” is entered into ERIS and AVS. If final approval has not been granted at the 60-day deadline, the inspector shall be notified and the operator must cease operations. No extensions of advance approvals will be granted.

SUBJECT: Procedure to Add Permits to Existing MR-19 Approval

DATE: March 1, 1996 Revised: January 8, 2002

Additional permits may be added to an existing MR-19 approval when:

- ◆ the permits to be added **are** in the same geographical area or within the same mining complex and
- ◆ can only be requested if **no ownership or control changes** have occurred since original approval of MR-19.

The operator shall submit one original and three copies of the request to DEP regional office in writing (*one copy forwarded to headquarters for AVS entry*). The request shall include a statement that the operator's ownership and control has not changed since the original MR-19 approval.

Request shall be entered in ERIS as a new application with a comment that it is an add on and reference the permit number that it is added to.

The O/C reviewer compares the data in ERIS, AVS, and Secretary of State for consistency, confirms compliance with Worker's Compensation, Division of Labor and OSMRE is requested and received.

- ◆ If a discrepancy exists, approval is not granted and operator is advised to submit new MR-19.
- ◆ If Worker's Compensation or Division of Labor is not in compliance, **and/or** if OSMRE is "DENY", approval is not granted until the permit block is resolved.

The Permit Supervisor shall issue the approval reflecting the additional permit number(s). Original request and copy of approval shall be forwarded to Headquarters for ERIS/AVS update.

NOTE: It shall be the responsibility of the permittee and/or operator to notify DEP when operator has left the site by submitting the "Notice to Cease Operator Assignment" (MR-19N) form to the regional office.

SUBJECT: Notification of Permittee Merger and/or Name Change (MR-19B)

DATE: March 1, 1999

1. Applicant shall complete the MR-19B and submit to DEP Headquarters for merger and name changes. This application will be tracked in ERIS and AVS as a 19B with the selection of name change, merger or both. (NOTE: Correction dates, comments, approval date, etc. shall be maintained in ERIS at all times).
2. Complete the appropriate checklist and review the applicable merger or name change documents. These documents should be included as part of question A-5. (NOTE: Replacement bond and certificate of insurance shall be included for approval of the application).
3. Prospect approvals are to be listed on Table 1 for this type of application. This will ensure that the approvals are under the correct company name at all times.
4. An approval letter will be attached to the package for name changes/mergers affecting existing prospect approvals (copy attached). A revised permit face is prepared for the surface permits and forwarded to the Secretary for signature. Both approvals are dated then distributed and ERIS and AVS are updated to reflect the change.



Division of Mining and Reclamation
#10 McJunkin Road
Nitro, West Virginia 25143
Phone: 304-759-0510

West Virginia Department of Environmental Protection

Cecil H. Underwood
Governor

Michael P. Miano
Director

Company Name

Address

City, State Zip

RE: Prospect approval numbers:

Dear Operator:

The MR-19B application in which _____ merged into _____ (or _____ changed its name to _____) has been approved. Due to this merger (or name change), the prospect approvals referenced above will now be in the name of _____.

If you have any questions regarding this matter, please contact this office.

Sincerely,

Assistant Chief, Permitting

cc: Regional Office
Inspector
Headquarters

SUBJECT:	Procedure for Multiple Transfer Applications
DATE:	October 6, 1997

The applicant will submit one original and three copies of a MR-19A multiple transfer of an Article 3 permit and five copies if NPDES transfer is involved. This will allow distribution to headquarters, region, inspector and company (two for headquarters and two for region if NPDES is involved). For consistency purposes, this procedure will be used by all regions.

The original MR-19A multiple transfer application and one blue book will be required for headquarters. The facts and findings checklist is to be included in the blue book and will reference the permit number where the application is filed. The permit number referenced will be the “host” file and will contain the original multiple transfer and blue book. It will be the region’s responsibility to determine which permit number will be the “host” permit and should be based on the permit which is expected to remain valid the longest.

When headquarters receives the multiple transfer, the facts and findings checklist will be copied and attached to the transfer approval (letter or MR-2) for filing. The host permit will be identified by a blue sticker, attached by headquarters file room clerk, to prevent microfilming without identifying a new host. In the event the host file is released, transferred or forfeited prior to other permits included in the transfer, the regional office will be contacted to identify another host permit to which the blue sticker will be transferred.

For question B-5 (operator) of the MR-19A, which is permit specific, each permit involved shall have one of the following: 1) the form to retain the existing operator, 2) the form to cease existing operator, 3) indication whether the applicant plans to obtain a new operator or 4) indication that applicant plans to conduct the mining operations. All other questions that are permit specific shall be addressed.

SUBJECT: Annual Update and/or Notification of Change of Owners, Officers, Directors or Partners (Form MR-19C)

DATE: October 1, 1994

Permittee shall complete and submit to the DEP **HEADQUARTERS** office one original MR-19C. Within 24-hours of receipt, the MR19C shall be entered into ERIS. (**NOTE: Correction dates, comments, approval date, etc. shall be maintained in ERIS at all times**)

If fifty percent or more of the ownership has changed as a result of this “update”, the change must be identified on the application sections for MR-19A.

ANNUAL UPDATE - “A” and/or *RESULT OF CESSATION ORDER - “C”

- ◆ If permittee indicates “no changes in ownership and control”:
- The assigned reviewer verifies that current officers and owners match in ERIS and AVS. If so, reviewer completes an O&C Signoff form and sends approval letter to company. Any new address information or phone number should be entered in the systems. Enter approval date into ERIS and file update in the O&C company file; or
- If discrepancies exist between the systems, the company is notified in writing to submit documentation to correct the databases. O&C Signoff form to include in the comment section that a “verification request” has been sent. A listing of the owners and controllers in SMIS shall be sent to the company along with a request that the information be reviewed and if any changes have occurred, a new 19C must be submitted.

NOTE: *If OMR has sufficient documentation indicating changes in ownership and control have occurred, the appropriate enforcement staff shall be notified and instructed to proceed with enforcement action.*

- ◆ When update indicates “changes have occurred in ownership and control”, the assigned reviewer completes the appropriate checklists and:
 - compiles a deficiency letter;
 - ensures that ERIS and AVS are updated;
 - completes an O&C Signoff form, enters date into ERIS and files update in the O&C company file
- ◆ *Verification of submittal shall be the responsibility of the inspector (*or I & E regional staff*) by inquiring in ERIS.

CHANGE OF OWNERSHIP AND CONTROL - “O”

- ◆ When update indicates “changes have occurred in ownership and control”, the assigned reviewer completes the appropriate checklists and:
 - compiles a deficiency letter; or
 - ensures that ERIS and AVS are updated;
 - completes an O&C Signoff form, ensures that date is entered into ERIS and files update in the O&C company file

If current ownership and control information is not submitted by the permittee within a twelve month period (i.e. SMA, 19A, or 19C), the appropriate enforcement staff shall be notified and instructed to issue a Notice of Violation.

If the assigned reviewer determines a “permit block” exists with an owner or controller, the reviewer notifies the company in writing.

SUBJECT:	Procedures for Notice to Cease Operator Assignment (Form MR-19N)
DATE:	October 1, 1994

When an approved operator has ceased operations on a permit, a “Notice to Cease Operator Assignment”, Form MR-19N, must be submitted to the Department of Environmental Protection. This form must be completed by the permittee and signed by a principal officer of the permittee and may also be signed by a principal office of the operator. ***Note: It is preferred that both the operator and the permittee sign the form to ensure that all parties agree to the end date of the operator, which will be entered in the appropriate databases.***

1. The original completed MR-19N shall be submitted to the permitting section of the appropriate DEP regional office.
2. After submittal, Form MR-19N shall be forwarded to the appropriate Environmental Inspector to sign for confirmation of the ending date and return to the permitting section.
3. The appropriate permitting staff shall forward the original MR-19N to Headquarters O/C Unit Supervisor for distribution.
4. After the ending date has been entered into the appropriate databases, Form MR-19N will be filed with the permit.

REQUEST FOR ADVANCE APPROVAL OF PERMIT TRANSFER (MR-19A)

DATE

TRANSFERRED FROM (Permittee)	TRANSFERRED TO (Applicant)

RE: Permit No.(s) _____

Department of Environmental Protection:

In accordance with 3.25(a)(4) of these regulations, this is a request for advance approval of the permit transfer for the above referenced permit(s).

We understand that this advance approval is based upon the following stipulations:

1. That where information is made available to the Secretary as a result of public comment that would preclude approval, such approval shall be immediately withdrawn.
2. The current permittee referenced above remains responsible for all enforcement activities related to this permit until final approval of the permit transfer.
3. The advance approval is limited to a period of 60 days from the date of the advance approval.
4. The bond of the current permittee remains in effect until final approval of the permit transfer.

Permittee: Signature of Principal Officer	Applicant: Signature of Principal Officer
Date:	Date:

REQUEST FOR ADVANCE APPROVAL OF OPERATOR ASSIGNMENT (MR-19)

DATE

PERMITTEE	OPERATOR
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RE: Permit No.(s) _____

Department of Environmental Protection:

In accordance with 3.25(a)(4) of these regulations, this is a request for advance approval of the Operator assignment for the above referenced permit(s).

We understand that this advance approval is based upon the following stipulations:

1. That where information is made available to the Secretary as a result of public comment that would preclude approval, such approval shall be immediately withdrawn.
2. The advance approval is limited to a period of 60 days from the date of the advance approval.

Permittee: Signature of Principal Officer	Operator: Signature of Principal Officer
Date:	Date:

STATE OF WEST VIRGINIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF MINING AND RECLAMATION
NOTICE OF ADVANCE APPROVAL
OF OPERATOR ASSIGNMENT

DATE

PERMITTEE
(Name and address)

OPERATOR (Applicant)
(Name and address)

RE: Permit No.(s) _____

Dear Operator:

Your Application for Operator Assignment (Form MR-19) for the above referenced permit(s) has been reviewed in our regional office and determined to be in compliance with the requirements of the Surface Mining Reclamation Regulations. In accordance with 3.25(a)(4) of these regulations, the Secretary may grant approval in advance of the close of the public comment period.

Therefore, this is hereby giving you notice that we are honoring your request for advance approval. This advance approval is based upon the following stipulations:

1. That were information is made available to the Secretary as a result of public comment that would preclude approval, such approval shall be immediately withdrawn.
2. This advance approval is limited to a period of 60 days from the date of the advance approval.

Sincerely,

DEP Authorized Representative

cc: Permittee
OMR Headquarters
Environmental Inspector

NOTICE OF ADVANCE APPROVAL OF PERMIT TRANSFER

DATE

TRANSFERRED FROM (Permittee)	TRANSFERRED TO (Applicant)

RE: Permit No.(s) _____

Dear Applicant:

Your application for transfer of the above referenced permit(s) has been reviewed in our regional office and determined to be in compliance with the requirements of the Surface Mining Reclamation Regulations. In accordance with 3.25(a)(4) of these regulations, the Secretary may grant approval in advance of the close of the public comment period.

Therefore, this is hereby giving you notice that we are honoring your request for advance approval. This advance approval is based upon the following stipulations:

1. That where information is made available to the Secretary as a result of public comment that would preclude approval, such approval shall be immediately withdrawn.
2. The current permittee referenced above remains responsible for all enforcement activities related to this permit until final approval of the permit transfer.
3. This advance approval is limited to a period of 60 days from the date of the advance approval.
4. The bond of the current permittee remains in effect until final approval of the permit transfer.

Sincerely,

DEP Authorized Representative

cc: OMR Headquarters
Environmental Inspector
Permittee

STATE OF WEST VIRGINIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
DIVISION OF MINING AND RECLAMATION

APPROVAL
OPERATOR ASSIGNMENT

Permittee Name _____	Approval Date _____
Permit Number(s)* _____	DEP Region _____
<i>*If multiple permits, application shall be filed with Permit No. _____</i>	

This Operator Assignment has been APPROVED for

You are hereby advised that your Application for Operator Assignment has been properly filed and is complete. There being no cause at this time to deny permission to operate as a contractor for the above name permittee, as provided in the West Virginia Surface Mining Reclamation Regulations, you are hereby granted approval by the West Virginia Department of Environmental Protection.

APPROVED BY: _____
DEP Authorized Representative

CONDITION OF APPROVAL:

If it is later determined that for any reason the operator was or should have been permit blocked in this or any other state at the time of approval, this approval will be rescinded.

APPROVAL

OWNERSHIP AND CONTROL CHANGES

FOR A PERMITTEE

DATE OF APPROVAL _____

Ownership and Control changes have been APPROVED for

DEP PERMIT NUMBER(S) _____

Dear Applicant:

You are hereby advised that your application for *Ownership and Control Changes for a Permittee* has been properly filed and is complete. There being no cause at this time to deny the changes for the above named permittee, as provided in West Virginia Surface Mining Reclamation Regulation 38-2-3 and 25, you are hereby granted **APPROVAL** by the West Virginia Department of Environmental Protection.

NOTE: If it is later determined that for any reason the applicant was or should have been permit blocked in this or any other state at the time of this approval, this approval will be rescinded.

Assistant Chief,
Division of Mining and Reclamation

Application shall be filed with permit number: _____

cc: Regional Office
Environmental Inspector

REQUEST TO RETAIN EXISTING OPERATOR

DATE

PERMITTEE	OPERATOR (Applicant)

RE: Permit No.(s) _____

Department of Environmental Protection:

This is to notify you that as the new Permittee for the above referenced permit(s), we wish to retain the existing approved operator to continue conducting operations on this permit.

You will be notified if and when this operator ceases to conduct operations on this permit.

Permittee: Signature of Principal Officer	Applicant: Signature of Principal Officer
Date:	Date:

SUBJECT: Ownership or Control Changes for Permittee and/or Operator (Form MR-19C)

DATE: May 23, 1996

Complete **MR-19C** when the following changes in ownership or control (*officers and/or owners*) occurs for **Permittee and/or Operator**:

- ◆ Any changes in officers and/or directors
- ◆ 10 to 49% of ownership changes

During the review of the MR-19C, it may be determined that Forms MR-19A or MR-19 may be required. This may happen if the situation falls under the definition of “Transfer, Assignment or Sale” in the WV Surface Mining Reclamation Regulations. If MR-19A or MR-19 is required, the company and the regional office will be notified.

SUBJECT:	Ownership or Control Changes for Operator (Form MR-19)
DATE:	May 23, 1996

Complete **MR-19** when the following changes in ownership or control (*officers and/or owners*) occurs for **Operators**:

- ◆ 50% or more of ownership change in operator or it's owner
- ◆ Less than 50% change in ownership in operator or it's owner but the percentage is the largest block of stock owned (i.e. no one with 50% or more ownership)
- ◆ **All** of the officers for the operator or it's owner have changed

Include changes in all levels of the organizational structure where applicable

The regional office will review the MR-19 application as usual. Applicant shall be advised to begin advertisement, using the attached sample ad created for ownership/control changes. An AVS OSMRE must be obtained before approval.

NOTE: Ownership or control changes not identified above shall be submitted on Form MR-19C.

**SUBJECT: Ownership or Control Changes for Permittee
(Form MR-19A)**

DATE: May 23, 1996

Complete **MR-19A** when the following changes in ownership or control (*officers and/or owners*) occurs for **Permittee**:

- ◆ 50% or more of ownership change in permittee or it's owner
- ◆ Less than 50% change in ownership in permittee or it's owner but the percentage is the largest block of stock owned (i.e. no one with 50% or more ownership)
- ◆ **All** of the officers for the permittee or it's owner have changed

Include changes in all levels of the organizational structure where applicable

The regional office will review the MR-19A application as usual. Applicant shall be advised to begin advertisement, using the attached sample ad created for ownership/control changes. An AVS OSMRE must be obtained before approval.

APPROVAL: The regional office will prepare an approval letter (sample attached) and forward to Headquarters for final approval and signature. A MR-2 (permit face) will not be required.

NOTE: Ownership or control changes not identified above shall be submitted on Form MR-19C.

SUBJECT:	MR-19 Applications for Service Contractors
DATE:	May 27, 1992

It has come to my attention that there continues to be some uncertainty as to the appropriate procedure for handling Ownership Control/AVS requirements for the assignment of surface mining operations without a permit transfer. Debate on this issue continues among the states, OSM, the environmental community, and industry. Regardless of the outcome of this debate, this agency has the responsibility to administer an ongoing program and must deal with real world situations on a day-to-day basis. Therefore, it is incumbent upon me to issue the following policy and procedural directive which will remain in effect until this matter is fully resolved.

Where a permittee avails himself of services from a contractor or other person to carry out **coal extraction operations** on the permit, the contractor or other person will comply with the provisions of CSR 38-2-3.25(c). This includes underground mining operations, augering, highwall mining, and underground faceup operations. All other contractors are exempt. Upon receipt of the applications, a complete ownership and control check, and the placing of the required advertisement, the contractor or other person may commence operations, at the risk of having his application subsequently disapproved on the basis of information obtained during the public comment period which would result in a block of the application.

Department of Environmental Protection
Permit Section

FACTS AND FINDINGS

FOR PERMIT TRANSFER, ASSIGNMENT OR SALE OF PERMIT

Company Name: _____ Permit No. _____

The Secretary of the West Virginia Department of Environmental Protection has found that the following applies to the Transfer, Assignment or Sale of the above referenced permit(s):

1. The application is accurate and complete and all the requirements of Article 3, Chapter 22 and the Regulations have been complied with.
2. The applicant does not control or has not controlled mining operations with a demonstrated pattern of willful violations of the State Code of such nature and duration which such irreparable damage to the environment as to indicate an intent not to comply with the provisions of the Code.
3. The applicant does not control or has not controlled mining operations that have not paid all reclamation fees from previous and existing operations or is in violation of 38-2-3.32(b)(c) and (d)(7).
4. The applicant has submitted bond as required by 22-3-11 prior to the transfer of the permit(s).
5. The applicant shall conduct all surface coal mining and reclamation operations only as described in the approved permit, and in accordance with the purpose and intent of the 22-3 and regulations and the terms and conditions of the permit.
6. The applicant shall allow rights of entry as provided by 22-3-15(a) and (g). Without advance notice, delay or a search warrant, upon presentation of appropriate credentials, the applicant shall allow the authorization representatives:
 - A. Of the Department of Environmental Protection authority to have the right of entry; and
 - B. Of the Department of Environmental Protection authority to be accompanied by private persons for the purpose of conducting an inspection, when an inspection is in response to an alleged violation reported to the regulatory authority by the private person.

Approved by: _____ Date: _____

INSPECTOR'S TRANSFER (MR-19A) NARRATIVE

APPLICANT: _____ **PERMIT No.** _____
NPDES No. _____

1. Briefly comment on the status of operations owned by or under the control of the applicant within your assigned area of responsibility or other areas known by you. (i.e. concurrent reclamation practices, overall environmental compliance history, etc.)

2. List any pending or outstanding legal actions against the applicant which are known by you, including the status of each. (i.e. unabated NOV's and CO's, MR-10's, Consent Orders, etc.)

3. List all coal seams permitted to be mined by this operation and identify any existing or expected adverse environmental impacts resulting from this operation. (i.e. AMD production, unstable backfilled areas, etc.)

4. Briefly comment on the current status of this operation. (i.e. amount of mining remaining to be done, concurrent reclamation status, etc.)

Inspector's Transfer (MR-19A) Narrative
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5. Briefly comment on your evaluation of any protest letters received on this application.

6. Do you recommend issuance of this application?
☐ YES ☐ NO

If No, what additional issues should be resolved for you to recommend issuance? If you recommend denial under any circumstances, explain your reasons.

Environmental Inspector

Date

CHECKLIST - MR-19/MR-19A (For DEP use only)**Revised 12/9/97**

Company Name: _____ Permit No(s): _____

- _____ 1. Four copies received; Five if NPDES involved? (Multiple permits may require more copies)
- _____ 2. Signatures of principal officers of Applicant and Permittee? Originals in Nitro copy?
- _____ 3. Secretary of State clearance?
- _____ 4. Copy of application sent to Headquarters for AVS entry? Date: _____
- _____ 5. Dept. of Labor approval? Date: _____
- _____ 6. Workers' Compensation clearance? Date: _____
- _____ 7. Request for Advance Approval enclosed? Date Granted: _____
- _____ 8. Certificate of Publication: Date ad up: _____ Original ? _____
- _____ 9. Received responses to protests & certified receipts (if applicable)?
- _____ 10. Permit not expired. Expires: _____
- _____ 11. Civil penalties, forfeitures, violations, unabated C.O. list checked?
- _____ 12. Signature of applicant dated day of last corrections or later? Dated within 30 days of issuance?
- _____ 13. Inspector narrative? Date: _____
- _____ 14. Ownership and control signed off by DEP? Date: _____
- _____ 15. Headquarters checklist completed? Date: _____
- _____ 16. Facts & Findings book completed? Date: _____

MR-19 (Complete 17 through 18)

- _____ 17. OSMRE obtained from Nitro? (Only good 2 weeks) Date: _____
- _____ 18. Does permittee have current insurance and bond?

MR-19A (Complete 19 through 23)

- _____ 19. Original Certificate and acknowledgment of insurance in Headquarters copy?
- _____ 20. NPDES transfer letter included?
- _____ 21. Groundwater Protection Plan transfer included?
- _____ 22. Permission to Transfer letter included if previously approved operators?
- _____ 23. Bond Approved? Acres verified w/bond? Sent to HQ? Site Specific?

Completed by: _____ Date: _____